

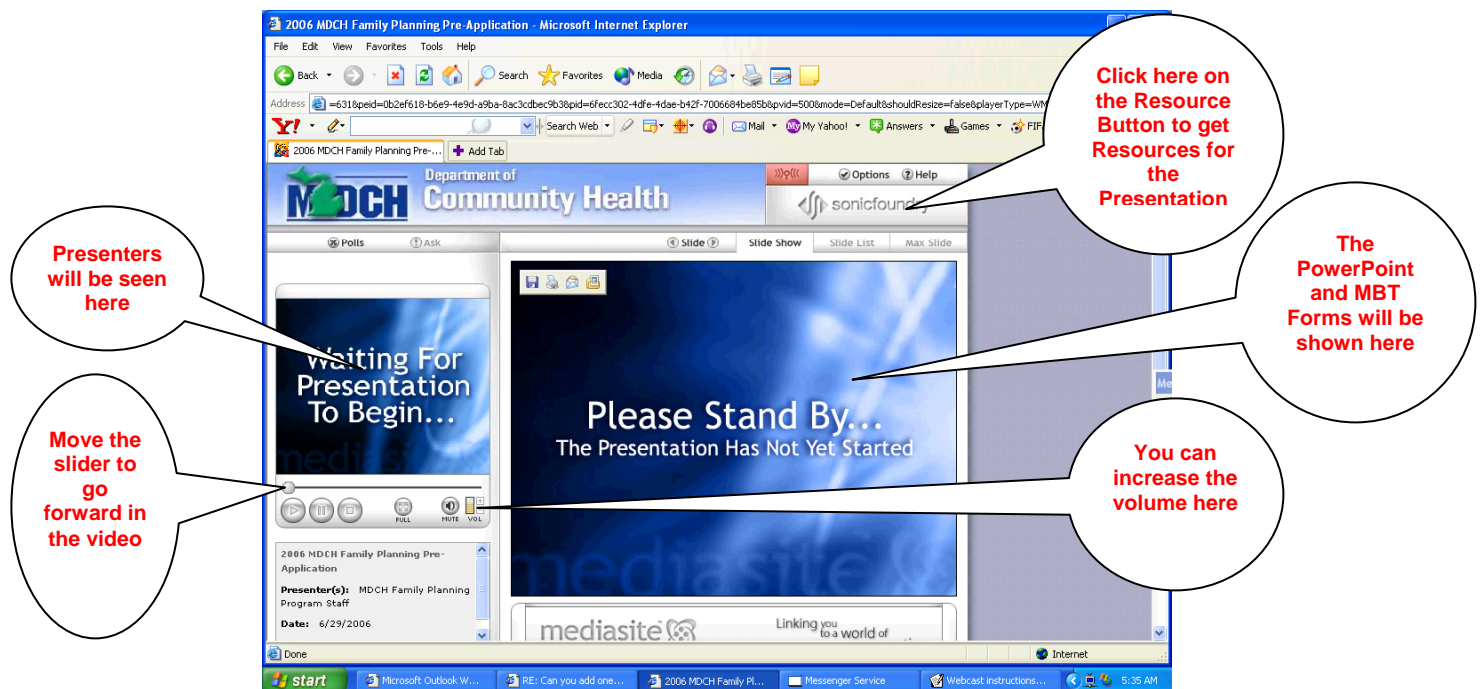
## Instructions to participate in the Treasury MBT Webcasts

### Minimum specifications

1. Sound capabilities on desk top or laptop
2. Internet browser-based interface e.g., Internet Explorer, Firefox, Safari or Netscape
3. Recommend resolution on your desktop is 1024 x 768 pixels for optimal viewing
4. The resolution can be adjusted by going to your desktop properties, under "Settings" and sliding the screen resolution to 1024 x 768.
5. If you are using a MAC you need to download Silverlight so that you can view the Video. It is free at <http://silverlight.net>.

### Steps

1. **PLEASE CLOSE ALL OTHER APPLICATIONS**, prior to clicking on the webcast url link.
2. **PLEASE TURN ALL SPEAKERS *ON* AND *UP*/OR UNMUTE YOUR SYSTEMS TO ALLOW SOUND.**
3. The event is a web cast; therefore, you can only participate via the web using a desktop or laptop computer.
4. Just go to the MBT Presentation you want to view, by clicking on the link at the Treasury website.
5. After you click on the link you will get a page similar to the one below:



8. Once the program has begun, you will see a video run in the left hand corner box and a presentation in the center viewer box, similar to the example above. You have the option to maximize the presentation box.
9. Your video window will go through an initializing, buffering and will then play.
10. You will see and hear the presenters. You will view their presentation to the right of the screen.
11. Once the program has begun, please test your volume and adjust accordingly.
12. There is not an audio conference connection for this web cast, the audio will come through your computer.

## TROUBLE SHOOTING GRID

PROBLEM	What to Do?	Who to Call or email
I want to know if I have capabilities to view a webcast	Please view these sample webcast events to check your system's capability. <a href="http://learning.mihealth.org/mediasite/ISGwebcasting">http://learning.mihealth.org/mediasite/ISGwebcasting</a>	Contact your System IT Administrator
My system is running very slow	Make sure all other applications are closed before logging into the webcast. Are there several other colleagues in your organization logging into the same webcast?	ldoele@mphi.org
I don't have audio	Make sure to turn on and up your volume on your speakers and your sound card is operable. Also, make sure the webcast audio it is on un-mute.	Contact your System IT Administrator
I don't have video or its very choppy	Potentially the bandwidth is slow at your facility. If you have more than 2 persons viewing the webcast, it is best to view from a single source in a conference room for many to view.	Contact your System IT Administrator
My video and audio is very choppy	Make sure you have closed down all other applications. If the video or video freezes, try to refresh your browser. Also, you may try to close the webcast and re-login to the webcast.	See your System IT Administrator
How do I download the Resources	Please click <a href="#">Click here for Presentation Resources</a> and follow the prompts	ldoele@mphi.org

**THANK YOU FOR PARTICIPATING!**